



Topsfield Finance Committee
Minutes to the Meetings
January 28, 2013

- I. Call to Order:** Mark Lyons, Chairman, called the meeting to order at 7:00 PM, with Heidi Bond, Karen Dow and Kathy Hartmann present. Chairman of the Topsfield Elementary School Committee Jeanine Cunniff and Selectman Laura Powers were also present. Daniel Shugrue joined the meeting at 7:02 PM. Selectman Richard Gandt joined the meeting at 7:03 PM. Jon Guido joined the meeting at 7:04 PM.
- II. Minutes:** A motion was made by Heidi Bond to accept the January 14, 2013 minutes as written, seconded by Kathy Hartmann, voted in favor 4-0.
- III. Greetings:** The Committee sends its greetings to former Member Mr. Lais, who has expressed his continued interest in the Committee's efforts.
- IV. Masconomet FY2014 Topsfield Budget Guideline:** Heidi Bond reported that the Boxford Finance Committee will continue its Masconomet budget process this week, looking toward the same 1% increase guideline it has issued Town wide. The Middleton Finance Committee has chosen not to issue a Masconomet budget guideline this year. Masconomet will release its budget on February 8, with a public hearing that day and cost center presentations on February 27 and 28. The Masconomet representatives will present their proposed budget to the Topsfield Finance Committee on March 4, 2013. A motion was made by Heidi Bond that, given the lack of a three-town budget guideline, Topsfield will not issue a FY2014 Masconomet budget guideline, but will provide relevant Town budget information to the Masconomet School Committee, seconded by Kathy Hartmann, voted in favor 6-0.
- V. Liaison Reports on Department Budgets:**
- Heidi Bond:**
- Ambulance Services
 - Animal Control Officer
 - Animal Inspector
 - Fire
 - Masconomet
 - Police
- Jon Guido:**
- Elementary Schools
 - Historical Commission
 - Insurance (General Liability Insurance, Life/Medical/Medicare, Unemployment, Worker's Compensation)

Long/Short Term Interest
Memorial/Veteran's Day
Parking Clerk
Pensions (Essex Retirement)
Sealer of Weights & Measures
Soldier & Sailor Graves
Trust Fund Clerk
Veteran's Benefits

Mark Lyons:

Finance Committee
Government Review Committee
Moderator
Selectmen
Selectmen Special
Town Hall
Town Hall Building Committee
Town Website/Cable

Daniel Shugrue:

Elementary Schools
Emergency Management
MSW Collection/HHW
Recycling
Parks and Cemeteries

During the presentations discussion focused on the Topsfield Elementary Schools' top priority items, including teacher contract negotiations and special education requirements. The Committee also discussed training expenses for the Fire Department and the budgetary implications of the forthcoming Essex County Regional Emergency Communications Center on the Topsfield Police Department.

VI. Schedule of Department Head Budget Presentations: The Department Head budget presentations to the Committee will be held as follows:

February 4, 2013

7:00 PM Conservation Commission
7:30 PM Library
8:00 PM Police Department
8:30 PM Inspectional Services

February 11, 2013

7:00 PM Town Administrator and Board of Selectmen
7:30 PM Board of Health
8:00 PM Parks and Cemeteries

February 25, 2013
7:00 PM Elementary Schools

March 4, 2013
7:00 PM Masconomet

VII. Reserve Fund: Pam Wood provided a projection of Special Wages account expenditures, staying within its \$25,000 budget.

Transfer Requests from Parks and Cemeteries: The review of the \$10,000 transfer request from November 5, 2012, for repairs to Pyebrook Park has continued with special attention given to the unforeseen nature of the damage. The Parks and Cemeteries Department is making provisions to create a fund to pay for future maintenance of Pyebrook Park. They are also preparing a second reserve fund transfer request for \$2,500 to fix a recent slope washout that exposed part of the landfill liner.

VIII. Government Review Committee Update: There is no further information to report on the GRC at this time.

IX. Finance Committee FY2014 Budget Model Update: The Model Tracking Sheet will be updated to reflect an increase in unemployment insurance and changes to the Police Department budget stemming from the opening of the Essex County Regional Emergency Communication Center.

X. Upcoming Meeting Schedule: The next meetings of the Committee will occur on February 4, 2013, February 11, 2013, and February 25, 2013 at 7:00 PM in the Proctor School Teachers, Lounge.

XI. Adjourn: A motion was made by Karen Dow to adjourn at 8:45 PM, seconded by Dan Shugrue, voted in favor 6-0.

Respectfully submitted,
Lexie Winslow

Attachments:

- a) FY2014 Topsfield Department Budgets